



**APPLICATION FOR
COSMETOLOGY APPRENTICE
GEORGIA STATE BOARD OF COSMETOLOGY
237 Coliseum Drive
Macon, Georgia 31217
Phone (478) 207-2440
www.sos.ga.gov/plb/cosmetology**

Please read the instructions carefully and be familiar with the laws and rules governing the practice of cosmetology in the State of Georgia. Visit the website for information: www.sos.ga.gov/plb/cosmetology.

****Important****

The Board cannot process incomplete applications. If any item is missing, incomplete, or incorrect, your application cannot be reviewed by the Board. Please review this application before you submit it to ensure that all information and documentation is complete and correct. Incomplete applications result in delayed processing. Incomplete applications are void after one year. Furthermore, because application information is time sensitive, documents cannot be transferred from old applications to new applications.

Application Checklist

The following checklist is an important part of your application. Please use this checklist to ensure that you submit a **COMPLETE** application.

- ☐ **NON-REFUNDABLE APPLICATION FEE:** \$45 – Cosmetology Apprentice
The payment must be made by check or money order payable to the Georgia State Board of Cosmetology. **DO NOT SEND CASH OR COUNTER CHECKS.** Checks returned for insufficient funds are subject to a \$40.00 service charge pursuant to O.C. G.A. § 16-9-20.
- ☐ **CITIZENSHIP/QUALIFIED ALIEN STATUS:** Qualified aliens must attach documentation to determine qualified alien status.
- ☐ **NOTARIZED APPLICATION:** The complete application must be mailed to the Board's office at the address listed above, along with your **FEE**. Sign the application in the presence of a notary.
- ☐ **Current Photo Attached:** A full-face (approximately 2x2) photograph taken within one year before submission of the application.
- ☐ **Copy of current shop license and master license are attached**
- ☐ **Letter from master releasing previous apprentice (if applicable)**
If the master under whom you are training has *previously* trained an apprentice, our records must indicate that they are no longer training that person. If a master has not notified us that he or she is no longer training an apprentice, he or she must notify us in writing. Without this notification, your application will be delayed.
- ☐ **Authorization for Release of Information**
- ☐ **SUBMIT APPLICATION IN A 9X12 or LARGER ENVELOPE** – Do not staple pages or check/money order. Do not fold pages of the application.

INSTRUCTIONS FOR THE COSMETOLOGY APPRENTICE APPLICATION

Please read the instructions carefully and be familiar with the Laws and Rules governing the specific area in which you are seeking licensure.

Section 1 & 2: This section is to be completed by the applicant, signed and notarized.

Section 3: This section is to be completed by the master licensee who will supervise the apprentice. This section must be signed and notarized. **The signature of the master trainer must be legible or the application will be returned. The signature of the master trainer must be signed as it appears on the license.** Failure to do so will result in the application being returned and will cause delay in the processing of the apprentice license.

APPRENTICE REQUIREMENTS:

1. Apprentice training is on-the-job training in a cosmetology salon/shop and under the direct supervision of a licensed master licensee with at least 36 months' experience.
2. Each master cosmetologist or esthetician, nail technician licensee in a salon/shop may train only one (1) apprentice at a time.
3. Any person at least 17 years of age may qualify to train as an apprentice.
4. Apprentice hours are accumulated according to the actual number of hours of performance and training. Apprentice hours are subtotaled 1st of January, the 1st of April, and the 1st of September. Hours reported will be kept on file by the salon/shop owner or manager for inspector review.
The salon/shop owner and master level trainer are responsible for submitting the apprentice hours after the apprentice has completed the hours or is no longer apprenticing under the current master level trainer.
5. Upon completion of the required hours within the appropriate minimum months of training, it is the apprentice's responsibility to obtain and submit an application for examination and or licensure. The Master Cosmetologist, Esthetician, Nail Technician and Instructors examinations will be administered **only** by D. L. Roope Administrations, Inc. Cosmetology examination information inquiries should contact D. L. Roope at 1-888-375-2020, or D. L. Roope Administrations, Inc., P.O. Box 631, Hampden, ME 04444-0631, Fax (207) 848-5511, or visit www.DLRoope.com for information about the examination, fees, dates, locations, exam content and grade notifications.

**CREDIT FOR TRAINING HOURS BEGINS WHEN THE APPRENTICE LICENSE IS ISSUED,
NOT WHEN THE APPLICATION IS MAILED TO THE BOARD OFFICE.**

APPRENTICE TRAINING:

1. The apprentice will receive a certificate of registration for a period of two (2) years. The certificate may be renewed at the end of such period by filing an application with the Board office and submitting the applicable renewal fee by the expiration date. The renewal fee increases if submitted after the expiration date of the apprentice license.
2. Upon the expiration of the last certificate of registration issued, such person shall not be permitted to practice the occupation in any way until he or she obtains his or her master cosmetology license.

CHANGE OF TRAINING:

Each time the apprentice makes a change of the master licensee or the salon/shop changes, **A NEW APPLICATION MUST BE FILED WITH THE BOARD OFFICE AND A FEE OF \$45 MUST BE SUBMITTED WITH THE APPLICATION – NO EXCEPTIONS.**

COSMETOLOGY APPRENTICESHIP HOURS REQUIRED FOR EXAMINATION:

COSMETOLOGIST --- 3,000 HOURS AND 18 MONTHS OF TRAINING
HAIR DESIGNER --- 2,650 HOURS AND 14 MONTHS OF TRAINING
ESTHETICIAN --- 2,000 HOURS AND 18 MONTHS OF TRAINING
NAIL TECHNICIAN --- 1,050 HOURS AND 8 MONTHS OF TRAINING



GEORGIA STATE BOARD OF COSMETOLOGY
FAX NUMBER: 866-888-1176

COSMETOLOGY APPRENTICE LICENSE APPLICATION

Section 1 (completed by apprentice) This application will be returned if you do not answer the questions on this page.

Have you ever been convicted of a felony or misdemeanor (other than minor traffic violation) or entered a plea of guilty, nolo contendere or under the "First Offender Act," or been sanctioned by another board or agency? DUI and DWI are not minor traffic violations.

_____ Yes _____ No

Have you ever had a license revoked, suspended, or otherwise sanctioned by any professional licensing board or agency, or have you ever been denied issuance of, or pursuant to disciplinary proceedings refused renewal of a license by any professional licensing board or agency in Georgia or any other state?

_____ Yes _____ No

- If you answered "Yes" to the question regarding court convictions, you must submit to the Board the following: a) a copy of conviction/sentencing document(s) from the Court before which you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence; AND, if applicable, b) a statement (on official letterhead) from your probation / parole officer regarding your current status/completion of any probation / parole. **Your application will not be processed until this information is received and reviewed by the Board.**
- If you answered "Yes" regarding sanctions from another board, you must request that the licensing board or agency send a certified copy of the action taken against your license with relevant supporting documents to the Board's office. **Your application will not be processed until this information is received and reviewed by the Board.**

_____ Please check here if you answered yes to the question above and have already submitted the documentation to the Board within the past two years. If you have, it is not necessary to resubmit this information, **but new convictions must be submitted.**

I, being duly sworn upon oath, depose and say that the answers to the foregoing questions and statements made in the above application for registration are true and correct. I further state that I have read and understand the current rules and regulations of the Georgia State Board of Cosmetology, and that I will advise the Board Office of any changes in this registration within thirty (30) days of such change.

Applicant's Signature

Printed Name

Sworn to and subscribed before me this _____ day of _____ 20____.

Notary Signature

Notary Seal

My commission expires on ____ / ____ / ____

Section 2

Name of SALON/SHOP where Apprentice will receive training (ATTACH COPY OF CURRENT LICENSE):

COSMETOLOGY SALON/SHOP NAME

COSMETOLOGY SALON/SHOP PHYSICAL AND MAILING ADDRESS

Salon/Shop License Number _____

Salon/Shop Telephone Number: _____ - _____ - _____

Have you ever previously registered as an apprentice? _____ Yes _____ No If YES, When?

_____ What type of apprenticeship? _____

License Number _____ Did you complete the apprenticeship? [] Yes [] No.

Are you currently working under an apprentice license? [] Yes [] No. If YES, give date of
license expiration _____

I UNDERSTAND THAT IN ORDER FOR ME TO QUALIFY FOR THE EXAMINATIONS OFFERED BY
THE COSMETOLOGY BOARD, I MUST PROVIDE PROOF OF A HIGH SCHOOL DIPLOMA, **OR** GED
DIPLOMA, **OR** A POSTSECONDARY EDUCATION, **OR** COLLEGE DEGREE.

AFFIX PASSPORT SIZE PHOTO

HERE

Signature of Apprentice Applicant

Printed Name of Applicant

Sworn to and Subscribed before me on this _____ day of _____ 20____.

Notary Signature

My commission expires on ____ / ____ / ____

NOTARY SEAL

Section 3. To be completed by the master cosmetologist, hair designer, esthetician, or nail technician, supervising the apprentice.

NAME OF TRAINING LICENSEE ATTACH COPY OF CURRENT LICENSE.

LAST	FIRST	MIDDLE
------	-------	--------

I certify that I hold a master cosmetologist, esthetician, hair designer, nail technician license in the State of Georgia. License number: _____ Expiration date _____ / _____ / _____

Have you ever been convicted of a felony or misdemeanor (other than minor traffic violation) or entered a plea of guilty, nolo contendere or under the "First Offender Act," or been sanctioned by another board or agency? DUI and DWI are not minor traffic violations.

_____ Yes _____ No This application will be returned if you do not answer this question.

Have you ever had a license revoked, suspended, or otherwise sanctioned by any professional licensing board or agency, or have you ever been denied issuance of, or pursuant to disciplinary proceedings refused renewal of a license by any professional licensing board or agency in Georgia or any other state?

_____ Yes _____ No This application will be returned if you do not answer this question.

- If you answered "Yes" to the question regarding court convictions, you must submit to the Board the following: a) a copy of conviction/sentencing document(s) from the Court before which you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence; AND, if applicable, b) a statement (on official letterhead) from your probation / parole officer regarding your current status/completion of any probation / parole. **Your application will not be processed until this information is received and reviewed the Board.**
- If you answered "Yes" regarding sanctions from another board, you must request that the licensing board or agency send a certified copy of the action taken against your license with relevant supporting documents to the Board's office. **Your application will not be processed until this information is received and reviewed by the Board.**

_____ Please check here if you answered yes to the question above and have already submitted the documentation to the Board within the past two years. If you have, it is not necessary to resubmit this information, ***but new convictions must be submitted.***

APPRENTICE HOURS ARE SUBTOTALLED 1ST OF JANUARY, 1ST OF APRIL, AND 1ST OF SEPTEMBER. HOURS REPORTED WILL BE KEPT ON FILE BY SALON/SHOP OWNER OR MANAGER FOR INSPECTOR TO REVIEW.

Apprentice hours are accumulated according to the actual number of hours of performance and training. It is the responsibility of the salon/shop owner and the master to see that an accurate record is kept of the apprentice hours. IT IS NOT THE RESPONSIBILITY OF THE APPRENTICE. It is your responsibility to submit these hours at the end of the apprenticeship or once the apprentice is no longer training with you.

_____	_____
Signature of Master Licensee	Print Name of Licensee

Sworn to and subscribed before me this _____ day of _____ 20____.

Notary Signature

My commission expires on _____ / _____ / _____

Notary Seal



**CHECKLIST FOR SALON/SHOP OWNER(S) or TRAINER, MASTER
COSMETOLOGIST, OR HAIR DESIGNER, OR NAIL TECHNICIAN, OR
ESTHETICIAN AND APPRENTICE**

Please indicate *yes* or *no* below to indicate that the following is accurate and true of your salon/shop:

- _____ Salon/Shop owner or manager or master trainer, are responsible for keeping daily record of apprentice hours.
- _____ Salon/Shop owner or manager and master trainer are responsible for apprentice having a thorough understanding of sanitization. Refer to sanitation tip sheet.
- _____ Master trainer always monitors apprentice's sanitation procedure.
- _____ Do you have cosmetology books/workbook for apprentice to study?
- _____ Do you have the sanitary regulations for apprentice to study?
- _____ Do you have the rules of the Georgia Board of Cosmetology for apprentice to study?
- _____ Does apprentice have related kit, and all the tools they will need to learn the specific profession in cosmetology?

I affirm that the information I have provided in this application is correct to the best of my knowledge.

Sworn to and subscribed before me

Printed name of master

This _____ Day of _____ 20____

Signature of master

Signature of Notary _____

Master License# _____

My commission expires _____

Salon license number _____

Printed name of salon/shop owner or manager

Signature of salon/shop owner or manager

NOTARY SEAL



Georgia State Board of Cosmetology
Professional Licensing Boards
237 Coliseum Drive
Macon, Georgia 31217-3858
Telephone: (478) 207-2440
Web-Site: www.sos.ga.gov/plb/cosmetology

APPLICANT - PLEASE COMPLETE, SIGN, AND ATTACH TO YOUR APPLICATION

AUTHORIZATION FOR RELEASE OF INFORMATION

I do hereby authorize a review and full disclosure of all records concerning myself to any duly authorized agent of the Georgia Bureau of Investigation, whether such records are of a public, private or confidential nature. The intent of this authorization is to give consent for full and complete disclosure of all records of my driver's history, criminal history, educational background, military personnel records, records of military service, records of commercial or retail credit agencies (including credit reports and/or rating), records of the Georgia Department of Revenue, as well as U.S. Veterans Administration records, records of Department of Human Resources Child Support Enforcement, and employment and pre-employment records (including background reports, polygraph reports and charts, efficiency ratings, complaints or grievances filed by or against me), and records of local, state, and federal criminal justice agencies.

This information is to be used to assist the Secretary of State's Professional Licensing Boards Division in determining my qualifications and fitness to be licensed by the Georgia Board of Cosmetology. This authorization will remain in effect until cancelled by me in writing.

I hereby release you, your organization, and others from any liability or damage which may result from furnishing the information requested above.

A photocopy of this release form will be as valid as an original, even though the photocopy does not contain the original writing of my signature.

I have read and fully understand the contents of this Authorization for Release of Information.

Full Legal Name – Printed

Signature

Residence Street Address

Aliases or Maiden Name

City, State, Zip

Sex

Race

Social Security Number

Date of Birth

Date of this Authorization

I UNDERSTAND THAT FAILURE TO AUTHORIZE THIS WAIVER AUTHORIZATION FOR RELEASE OF INFORMATION WILL PROHIBIT THE CONDUCT OF THE REQUIRED BACKGROUND INVESTIGATION AND I WILL NO LONGER BE A CANDIDATE FOR A STATE LICENSE BY THE GEORGIA STATE BOARD OF COSMETOLOGY.

Release of Information (10-24-08)



GEORGIA STATE BOARD OF COSMETOLOGY
237 COLISEUM DRIVE
MACON, GA 31217-3858

TRANSCRIPT OF COSMETOLOGY APPRENTICE TRAINING

It is hereby certified that _____

Apprentice's last name First name Middle

App. Lic. # _____

Salon Name _____ Salon Lic# _____

Completed the following hours from _____ to _____

Hours Required	Courses	Hours Completed
700 hrs.	<i>THEORY in any category one clock hour equals one credit hour</i>	
250 hrs.	<i>HAIRCUTTING AND SHAPING 1 haircut = .75 HRS 1 shampoo = .25 hrs 1 temp rinse = .75 hrs</i>	
660 hrs.	<i>SHAMPOOING HAIRDRESSING & STYLING 1 shampoo & style or 1 pressing, curling & comb-out 1.5 hrs</i>	
250 hrs.	<i>HAIR-COLOR OR BLEACHING 1 color including style=2 hrs or 1 bleach including style=2.5 hrs</i>	
360 hrs.	<i>PERMANENT 1 cold or heat wave including style = 3 hrs SCALP TREATMENT # 1 scalp treatment = 1 hrs</i>	
250 hrs.	<i>FACIALS 1 facial = 1 hrs MAKEUP ARCHING ESTHETICS 1 brow & lash tint=.5hrs</i>	
100 hrs.	<i>CHARM, RECEPTION, ART & ETHICS, STATE LAWS AND BOARD RULES</i>	
70 hrs.	<i>MANICURE 1 manicure = 1 hrs 1 sculptured nails application = 3 hrs PEDICURE # 1 pedicure = 1 hrs</i>	
200 hrs.	<i>CHEMICAL & RELAXING 1 chemical relaxer = 2 hrs</i>	
100 hrs.	<i>LABORATORY Training in all chemicals including sanitation one clock hour = one credit hour.</i>	
60 hrs.	<i>Additional Instruction</i>	
3000 Hrs.	TOTAL HOURS	

Sworn to and subscribed before me

Signature of Master

This _____ Day of _____ 20____

Printed name / Master License Number

Notary Signature

NOTARY SEAL

My commission expires on ____ / ____ / ____

**GEORGIA STATE BOARD OF COSMETOLOGY
237 COLISEUM DRIVE
MACON, GA 31217-3858**

HOW TO CHANGE FROM CLOCK HOURS TO CREDIT HOURS

THEORY

An apprentice can study theory in any category for one clock hour and get 1 credit hour.

HAIRCUTTING AND SHAPING

One haircut = .75 of a credit hour.

One shampoo = .25 of a credit hour.

A temp rinse = .75 of a credit hour.

SHAMPOOING HAIRDRESSING AND STYLING

One shampoo and style or one pressing, curling and comb-out= 1.5 credit hours.

HAIR-COLOR OR BLEACHING

One color including style = 2 credit hours.

A bleach including style = 2.5 credit hours

PERMANENT

One cold or heat wave including style = 3 credit hours.

SCALP TREATMENT

One scalp treatment = 1 credit hour.

FACIALS AND MAKE-UP, ARCHING AND ESTHETICS

One facial = 1 credit hour.

One brow and lash tint = .5 of a credit hour.

CHARM RECEPTION ART AND ETHICS

One hour learning how to work the desk and how to deal properly with clients for one clock hour = 1 credit hour.

MANICURE AND PEDICURE

One manicure = 1 credit hour.

One pedicure = 1 credit hour.

One sculptured nail application (full set) = 3 credit hours.

CHEMICAL AND RELAXING

One chemical relaxer = 2 credit hours.

LABORATORY

An apprentice will get training in preparing germicidal solutions, shampoos, tint and bleaches, practical training in washing and sanitizing all equipment in the beauty salon each. Each clock hour of this training will be equal to 1 credit hour.

PLEASE NOTE: CREDIT/CLOCK HOURS ARE THE SAME.



GEORGIA STATE BOARD OF COSMETOLOGY
237 COLISEUM DRIVE
MACON, GA 31217-3858

TRANSCRIPT OF HAIR DESIGNER APPRENTICE TRAINING

It is hereby certified that _____
Apprentice's last name First name Middle

App. Lic. # _____

Salon Name _____ SalonLic# _____

Completed the following hours from _____ to _____

Salon/Shop owner or manager's signature _____

Apprentice's Signature _____

Hours Required	Courses	Hours Completed
700hrs.	<i>THEORY in any category one clock hour equals one credit hour</i>	
320 hrs.	<i>HAIRCUTTING AND SHAPING 1 haircut =.75 HRS 1 shampoo =.25 hrs 1 temp rinse =.75 hrs</i>	
280 hrs.	<i>SHAMPOOING HAIRDRESSING & STYLING 1 shampoo & style or 1 pressing, curling & comb-out 1.5 hrs</i>	
350 hrs.	<i>HAIR-COLOR OR BLEACHING 1 color including style=2 hrs or 1 bleach including style=2.5 hrs</i>	
430 hrs.	<i>PERMANENT 1 cold or heat wave including style = 3 hrs</i>	
100 hrs.	<i>SCALP TREATMENT # 1 scalp treatment = 1 hrs</i>	
100 hrs.	<i>CHARM,RECEPTION, ART & ETHICS, STATE LAW AND BOARD RULES</i>	
270 hrs.	<i>CHEMICAL & RELAXING 1 chemical relaxer = 2 hrs</i>	
100 hrs.	<i>LABORATORY Training in all chemicals including sanitation one clock hour = one credit hour.</i>	
2650 Hrs.	TOTAL HOURS	

Sworn to and subscribed before me

This _____ Day of _____ 20____

Signature of Master

Printed name / Master License Number

Notary Signature

My commission expires on ____ / ____ / ____

NOTARY SEAL



**GEORGIA STATE BOARD OF COSMETOLOGY
237 COLISEUM DRIVE
MACON, GA 31217-3858**

HOW TO CHANGE FROM CLOCK HOURS TO CREDIT HOURS

THEORY

An apprentice can study theory in any category for one clock hour and get 1 credit hour.

HAIRCUTTING AND SHAPING

One haircut = .75 of a credit hour.

One shampoo = .25 of a credit hour.

One temp rinse = .75 of a credit hour.

SHAMPOOING HAIRDRESSING AND STYLING

One shampoo and style or one pressing, curling and comb-out it = 1.5 credit hours.

HAIR-COLOR OR BLEACHING

One color including style = 2 credit hours.

One = bleach including style for 2.5 credit hours

PERMANENT

One cold or heat wave including style = 3 credit hours.

SCALP TREATMENT

One scalp treatment = 1 credit hour.

CHARM RECEPTION ART AND ETHICS

One hour learning how to work the desk and how to deal properly with clients for one clock hour = 1 credit hour.

CHEMICAL AND RELAXING

One chemical relaxer = 2 credit hours.

LABORATORY

An apprentice will get training in preparing germicidal solutions, shampoos, tint and bleaches, practical training in washing and sanitizing all equipment in the beauty salon each. Each clock hour of this training will be equal to 1 credit hour.



GEORGIA STATE BOARD OF COSMETOLOGY
237 COLISEUM DRIVE
MACON, GA 31217-3858
TRANSCRIPT OF NAIL CARE APPRENTICE TRAINING

It is hereby certified that _____
Apprentice's last name First name Middle

App. Lic. # _____

Salon Name _____ Salon Lic # _____

Completed the following hours: from _____ to _____

Salon/Shop owner or manager's signature _____

Apprentice's Signature _____

Hours Required	Courses	Hours Completed
280 hrs.	<i>THEORY in any category one clock hour equals one credit hour</i>	
140 hrs.	<i>MANICURE W/ HAND & FOREARM MASSAGE</i>	
20 hrs.	<i>ARTIFICIAL NAIL REMOVAL & NAIL REPAIR</i>	
60 hrs.	<i>NAIL FILL IN APPLICATIONS</i>	
120 hrs.	<i>ARTIFICIAL TIP APPLICATION W/OVERLAY</i>	
40 hrs.	<i>NAIL WRAPPING</i>	
180 hrs.	<i>NAIL SCULPTURING</i>	
120 hrs.	<i>PEDICURE W/FOOT AND LEG MASSAGE</i>	
20 hrs.	<i>NAIL ARTS TECHNIQUES</i>	
10 hrs.	<i>PROFESSIONAL DRILL USAGE W/DRILL DESIGNS</i>	
10 hrs.	<i>AIR BRUSH NAIL ART</i>	
10 hrs.	<i>PARAFFIN TREATMENTS (HAND & FEET)</i>	
40 hrs.	<i>RELATED SUBJECTS AND ADVANCED TECHNIQUES</i>	
1050 Hrs.	TOTAL HOURS	

Sworn to and subscribed before me

This _____ Day of _____ 20____

Signature of Master

Printed name / Master License Number

Notary Signature

My commission expires on ____ / ____ / ____

NOTARY SEAL



**GEORGIA STATE BOARD OF COSMETOLOGY
237 COLISEUM DRIVE
MACON, GA 31217-3858**

**HOW TO CHANGE FROM CLOCK HOURS TO CREDIT HOURS FOR
NAIL CARE APPRENTICES.**

THEORY

An apprentice can study theory in any category for one clock hour and get 1 credit hour.

MANICURING

One manicure with hand and a forearm massage = 1 credit hour.

ARTIFICIAL NAILS

Artificial tip application with overlay (gel or acrylic) = 3 credit hours.

One fill in application = 1.5 credit hours.

One set sculptured nails = 3 hours.

Natural nail overlay = 1 credit hour.

One repair and artificial removal = .50 credit hours.

One natural nail wrap (silk or linen) = 1 credit hour.

PEDICURE

One pedicure and foot massage = 1 credit hour.

NAIL ARTS AND ETHICS

One clock hour = one credit hour.

RELATED SUBJECTS

Professional nail drill usage = .50 credit hours.

Nail art & airbrush techniques, full set = 1 credit hour.

Hot oil treatment = .50 credit hour.

Paraffin treatment = .50 credit hour.

ADDITIONAL INSTRUCTION

Additional instruction in any category for one clock hour = 1 credit/clock hour.



GEORGIA STATE BOARD OF COSMETOLOGY
237 COLISEUM DRIVE
MACON, GA 31217-3858

TRANSCRIPT OF ESTHETICIAN APPRENTICE TRAINING

It is hereby certified that _____
Apprentice's last name First name Middle

App. License # _____

Salon Name _____ Salon Lic# _____

Completed the following hours _____

Salon/Shop owner or manager signature _____

Apprentice Signature: _____

Hours Required	Courses	Hours Completed
300 hrs.	PROFESSIONAL PRACTICES	
40 hrs.	PROFESSIONAL ETHICS	
160 hrs.	BUSINESS PRACTICES	
640 hrs.	SCIENCES	
150 hrs.	BODY TREATMENT	
230 hrs.	FACIALS	
180 hrs.	MAKE-UP	
150 hrs.	HAIR REMOVAL	
150 hrs.	SPA/SALON MANAGEMENT	
2000 Hrs.	TOTAL HOURS	

Sworn to and subscribed before me

This _____ Day of _____ 20____
Signature of Master _____
Printed name / Master License Number _____

Notary Signature _____

My commission expires on ____ / ____ / ____

NOTARY SEAL



**GEORGIA STATE BOARD OF COSMETOLOGY
237 COLISEUM DRIVE
MACON, GA 31217-3858**

**HOW TO CHANGE FROM CLOCK HOURS TO CREDIT HOURS FOR
ESTHETICIANS.**

THEORY; Professional Practices, Professional Ethics, Business Practices

An apprentice can study theory in any category for one clock hour and get 1 credit hour.

SCIENCES

Sciences, in any category, one clock hour = 1 credit hour.

BODY TREATMENT

One body treatment = 1 credit hour.

FACIALS

One facial = 1 credit hour.

MAKE-UP

One make-up = 1 credit hour.

HAIR REMOVAL

One hair removal or waxing (lip, chin, face) = 1 credit hour.

One leg hair removal = 2 credit hours.

One bikini hair removal = .50 credit hours.

One arching = .50 credit hours.

ADDITIONAL INSTRUCTION

One brow and lash tinting = 1 credit hour.

Georgia Board of Cosmetology - Cosmetology Apprentice Daily Log - Month/Year_____

Apprentice license number _____ Print apprentice name _____ Signature of apprentice _____

Sworn to and subscribed before me
This _____ Day of _____, 20 _____

SEAL

Printed Name of Master _____

Day	Theory	Hair & Cutting Shaping	Shampooing Hairdressing Styling	Hair Coloring Bleaching	Perm. & Scalp Treatments	Facials Make-up Esthetics	Charm Reception Art & Ethics,	Manicure & Pedicure	Chemical & Relaxing	Lab. I	Additional Instruction	Total Hours
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												

Signature of Notary _____
My commission expires:
Printed name of salon/shop owner or manager :

Signature of Master _____

Master License # _____
Signature of Salon/Shop Owner/Mgr:

Georgia Board of Cosmetology Hair Designer Apprentice Daily Log - Month/Year _____

Apprentice license number _____ Print apprentice name _____ Signature of apprentice _____

Sworn to and subscribed before me
This _____ Day of _____, 20 _____

SEAL

Printed Name of Master _____

Day	Theory	Hair & Cutting Shaping	Shampooing Hairdressing Styling	Hair Coloring Bleaching	Perm. Treatments	Scalp Treatment	Charm, Reception Art & ethics,	Chemical & Relaxing	Lab. I	Total Hours
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										

Signature of Notary _____
My commission expires: _____
Printed name of salon/shop owner or manager : _____

Signature of Master _____

Master License # _____
Signature of Salon/Shop Owner/Mgr: _____

Georgia Board of Cosmetology Nail Technician Apprentice Daily Log - Month/Year_____

Apprentice license number _____ Print apprentice name _____ Signature of apprentice _____

Day	Theory	Manicure w/ hand / forearm massage	Artificial Nail Removal & Nail Repair	Nail Fill In Applications	Artificial Tip App. w/Overlay	Nail Wrap- ping	Nail Sculp- turing	Pedicure w/foot and leg massage	Nail arts tech- nique	Professional Drill Usage w/ drill designs	Air Brush Nail Art	Paraffin Treat- ment (Hand & feet	Related Subjects / Advanced Tech.	Total Hours
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														

Sworn to and subscribed before me
This _____ Day of _____, 20 _____

SEAL

Printed Name of Master _____

Signature of Notary _____

Signature of Master _____

My commission expires:

Master License # _____

Printed name of salon/shop owner/mgr : _____

Signature of Salon/Shop Owner/Mgr: _____

Georgia Board of Cosmetology Esthetician Apprentice Daily Log - Month/Year_____

Apprentice license number _____ Print apprentice name _____ Signature of apprentice _____

Day	Prof. Practices	Prof. Ethics	Business Practices	Sciences	Body Treatment	Facials	Make-up	Hair Removal	Spa/Salon Manag- ment	Total Hours
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										

Sworn to and subscribed before me
This _____ Day of _____, 20 ____

Signature of Notary _____
My commission expires:
Printed name of salon/shop owner or manager : _____

SEAL

Printed Name of Master _____
Signature of Master _____

Master License # _____
Signature of Salon/Shop Owner/Mgr: _____



Georgia State Board of Cosmetology
Professional Licensing Boards
237 Coliseum Drive
Macon, Georgia 31217-3858
Telephone: (478) 207-2440
Web-Site: www.sos.ga.gov/plb/cosmetology

APPLICANT:

**PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS.
RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE
DOCUMENTATION.**

(Print Name)

DOCUMENTATION TO DETERMINE QUALIFIED ALIEN STATUS

Alien Lawfully Admitted for Permanent Residence:

- _____ - INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card")
- _____ - Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94

Asylee:

- _____ - INS Form I-94 annotated with stamp showing admission under §208 of the INA
- _____ - INS Form I-688B (Employment Authorization Card) annotated "27a.12(a) (5)"
- _____ - INS Form I-766 (Employment Authorization Document) annotated "A5"
- _____ - Grant letter from the asylum office of INS
- _____ - Order of an immigration judge granting asylum

Refugee:

- _____ - INS Form I-94 annotated with stamp showing admission under §207 of the INA
- _____ - INS Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"
- _____ - INS Form I-766 (Employment Authorization Document) annotated "A3"
- _____ - INS Form I-571 (Refugee Travel Document)

Alien Paroled Into the U.S. for at Least One Year:

- _____ - INS Form I-94 with stamp showing admission for at least one year under §212(d) (5) of the INA

Alien Whose Deportation or Removal Was Withheld:

- _____ - INS Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (10)"
- _____ - INS Form I-766 (Employment Authorization Document) annotated "A10"
- _____ - Order from an immigration judge showing deportation withheld under §241 (b) (3) of the INA

Alien Granted Conditional Entry:

- _____ - INS Form I-94 with stamp showing admission under §203 (a) (7) of the INA
- _____ - INS Form I-688B (Employment Authorization Card) annotated "274a.12 (1) (3)"
- _____ - INS Form I-766 (Employment Authorization Document) annotated "A3"

Cuban/Haitian Entrant:

- _____ - INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6
- _____ - Unexpired temporary I-551 stamp in foreign passport or on INS Form I-94 with the code CU6 or CU7
- _____ - INS Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under §212(d) (5) of the INA

Alien Who Has Been Battered or Subjected to Extreme Cruelty:

- _____ - INS petition and appropriate supporting documentation

Qualified Alien Status Form – Feb. 2008